

UNIVERSITY OF GUJRAT



GENERAL AFFILIATION RULES

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AFFILIATION RULES

GENERAL

1. The application for affiliation shall be submitted by corporate bodies except government Institutions. No changes in ownership of the corporate body will be permissible after affiliation without prior approval of the university.
2. The applicant shall deposit security and visitation fee prior to the visit of the institute/college as prescribed for each category of the college. This security can be used for the purpose of receiving any balance/penalty outstanding towards college payable to the university.
3. Inspection fee for each Visit/Revisit for Govt. institutions is **Rs. 15,000/-** and **Rs. 30,000/-** for private institutions, or as prescribed by the university from time to time.
4. The college shall be located in a spacious, separate and independent building on area of at least 2 Kanals. The premises should not be shared by any other institution discipline or person. A No Objection Certificate from the local bodies regarding suitability of the proposed location for establishment of the college is provided.
5. No change in the premises will be made without prior permission from the University of Gujrat. The new site will be visited by the affiliation committee for approval.
6. Where a college is proposed to be located in a rented premises the management shall ensure that college will acquire its own building within the period of 10 years preferably in nonresidential area.
7. An affiliated college can be allowed to function in more than one building provided that administrative and academic and control is centralized and the buildings are within a reasonable and convenient of each other. The Committee shall be the sole judge in this matter.
8. Seating in classes will be provided for 100 percent students allocated to each particular section of the class.
9. There will not be more than 40-50 students in a section. A minimum of 12 sq. ft. per student should be provided in the classroom.
10. The college shall have proper canteen, toilets, student's common room, dispensary arrangement with a qualified dispenser and playground facilities.
11. The principal shall be a duly qualified whole time employee having the qualifications and experience prescribed by the University of Gujrat and shall be paid accordingly.
12. Certificate from building Department about the safety and condition of building of the college should be submitted.
13. Change of principal or any change in the teaching faculty with reasoning and justification should be made under intimation to the University within 15 days failing which an appropriate action will be taken by the University.
14. There should be adequate number of whole time qualified teachers as prescribed by the University Part-time teachers should also be qualified as prescribed by the University. The committee will judge the ratio of whole time and part time teachers.
15. There shall be whole-time D.P.E / Sports Officer and Librarian. They shall have Master Degree in the relevant subjects or one year Diploma after graduation.
16. The librarian shall have at least one library assistant.
17. The college library should be in a covered area having seating arrangement for at least 20 percent of the total number of enrolled students.
18. The college library should have at least 5 sets of each text/recommended books of all relevant subjects and a reasonable number of reference books along with relevant University Publications.
19. Initially books worth not less than **Rs. 100,000/-** shall be purchased for the college library. Thereafter at least **Rs. 20,000/-** shall be allocated annually.
20. The college shall establish a book bank capable of providing prescribed text books to at least 10 percent of the students on the rolls.
21. Classes shall be held six days a week are academic year shall be equivalent to the academic session of the University.

22. Affiliation may be granted to the institution having Morning/Evening classes.
23. An authenticated attendance record of all students should be displayed on notice board in the first week of every succeeding month in accumulative form.
24. The college should maintain record regarding student's admission, Attendance, Fee concession etc. appointment of staff, their joining reports, payment of salary, stock register and accession register of library.
25. Whole time faculty, librarian and D.P.E/Sports Officer shall be paid the minimum scales prescribed by the University for Commensurate Posts.
26. All the salaries should be paid through cheques. The salaries exceeding **Rs. 5,000/-** should be paid through crossed cheques.
27. College record shall not be removed from the college premises and shall remain available for inspection at the times by the Affiliation Committee.
28. The college shall provide full fee concession to at least 5 percent and half fee concession to at least 5 percent of the enrolled students.
29. Affiliation shall initially be for one year session. It may be extendible for further two sessions depending on the performance as ascertained through visitation. The college management must have to apply for grant of extension in affiliation on the prescribed form up to 30th April of the relevant year.
30. University of Gujrat shall have the discretion to grant/refuse/suspend/cancel affiliation in any subject. However the affected party shall have one right to appeal to the university authority according to the rules.
31. The Affiliation Committee, University of Gujrat shall have the power to arrange the visitation at a time of its own choice and may pay surprise visits.
32. Any Affiliated college may advertise in the print or any media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.
33. The college shall follow all instructions/regulations issued by the University from time to time.
34. Any violation of the rules or deliberate misrepresentation of facts shall be treated as sufficient basis for withdrawal of affiliation or to impose any penalty

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO DEGREE CLASSES

1. The management should deposit an amount of **Rs. 200,000/-** as Security (Re-fundable) in the Gujrat University Account.
2. The Principal shall be at least having Master Degree (I/II Division) from recognized University with at least five years teaching experience
3. For each Subject of experimental Science a Separate independent well-equipped Laboratory should be provided for Degree Classes.
4. The College will follow the annual system of examinations as prescribed by the University.
5. At least Five Hundred (500) titles of books should be available in the library for each discipline
6. Trained Lab staff should be employed.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH POST GRADUATE CLASSES

1. The Management should deposit an amount of **Rs. 200,000/-** as Security (Re-fundable) in the Gujrat University Account.
2. There should be a block for postgraduate classes consisting of the following facilities.
 - i. At least 02 classrooms of reasonable size specially meant for Post Graduate classes of each discipline.
 - ii. Office for the Head of Department for each discipline Offices for teachers of each discipline.
 - iii. Common room for students.
 - iv. Separate Post Graduate Library/ Reading Rooms, Toilet.

3. Teaching Staff

- a) Seven(7) teachers specified for Master Degree Classes for each discipline
 - b) At least one Thousand titles of books should be available in the Post Graduate Library for each Discipline.
4. The college will follow the Annual System of Examinations as prescribed by the University.
 5. Laboratories should well equipped and according to syllabus requirement.
 6. Trained Lab staff should be Employed.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO POST GRADUATE COMMERCE CLASSES

1. The management should deposit an amount of **Rs. 200,000/-** as Security (Re-fundable) in the Gujrat University Account.
2. The Principal shall be having. M.Com/M.B.A/M.A/M.Sc Degree from recognized University with at least five years teaching experience.
3. At least six whole time teachers having qualifications prescribed by the University should be appointed initially. At least 3 of them should be M.Com or equivalent degree holders.
4. There shall be a Computer Laboratory properly equipped to accommodate 20 percent of the students admitted at a time. One Computer should be available for every batch consisting of five students.
5. The College will follow the annual system examinations as prescribed by the University.
6. At least one thousand titles of books should be available in the library of Commerce.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO LAW COLLEGES

1. The management should deposit an amount of **Rs. 200,000/-** as Security (Re-fundable) in the Gujrat University Account.
2. The qualification of the principal of Law College shall be Master Degree in Law from a recognized University with at least 10 Years teaching Experience or Bachelor's Degree in Law with 15 Years teaching experience. He should be a full time employee of the college.
3. There shall be at least six whole time Teachers with Academic qualifications as prescribed by the university.
4. The minimum required number of the title of Law books excluding reports and journals is one thousand.
5. The Library will subscribe to at least 2 reputable foreign journals or access to law journals through internet and acquire at least one set of all Law reports published in Pakistan.
6. The College will follow the annual system of examinations as prescribed by the University.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO COMPUTER SCIENCE TECHNOLOGY COLLEGES – ANNUAL SYSTEM

1. The management should deposit an amount of **Rs. 200,000/-** as Security (Re-fundable) in the Gujrat University Account.
2. The Principal shall be having Master Degree in Computer science or equivalent degree from a recognized University with 5 years relevant experience.
3. There shall be at least 6 whole time teachers with academic qualifications as prescribed by the University consisting of at least 2 M.C.S. or equivalent degree holders from recognized University.
4. The College will follow the annual system of examinations as prescribed by the University for affiliated Colleges of information technology.
5. Computer laboratory should be well equipped and according to the syllabus, requirement sufficient number of latest model of computers and its accessories should be available in computer labs.
6. Trained lab staff should be employed.
7. Every student should work independently on one computer.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH BS PROGRAMS

1. The Management should deposit an amount of **Rs. 100,000/-** for every discipline as Security (Re-fundable) per program in the Gujrat University Account.

2. There should be a block for BS Programs consisting of the following facilities.
 - i. Classrooms of reasonable size with Audio & Video facilities meant for BS Programs.
 - ii. At least Two (02) MPhil Faculty Member for each program.
 - iii. Separate Office for the Head of Department for every discipline along with offices for teachers of every discipline.
 - iv. Separate common room for male & female students.
 - v. Separate BS Programs Library/ Reading Rooms, Toilets.

3. Teaching Staff

- a) Seven(7) teachers specified for BS Programs for every discipline
 - b) At least one Thousand titles of books should be available in the BS Program Library for every discipline.
4. The college will follow the Annual System of Examinations as prescribed by the University.
 5. Laboratories should be well equipped and according to syllabus requirement.
 6. Trained Lab staff should be employed.

PROCEDURE FOR GRANT OF AFFILIATION

1. Application for grant of affiliation on the prescribed form shall be received up to the 30th April every year incomplete applications or application submitted after the due date shall not be entertained.
2. University of Gujrat considers the cases of affiliation only for those disciplines, which are approved by the University.
3. Admission to the teaching program applied for affiliation must not be made until and unless the college/institution is granted affiliation/addition in affiliation by the University.
4. The information provided must be accurate in all respect in case of any default/misstatement, the administration of the college/institution shall be held responsible/accountable for legal consequences.
5. On completion of documents, the case will be submitted to the vice-chancellor who may refer it to the affiliation committee for visit of the college.
6. The college will be asked to deposit visit fee and security. After deposit of the dues visit of the college will be scheduled.
7. After visit, the affiliation committee will submit its recommendation for the consideration of the vice-chancellor/syndicate.
8. After approval of the recommendations, the office orders shall be issued by the registrar's Office accordingly.

Only that institution/college shall apply for affiliation which has been registered by the concerned governmental authorities (District Govt. / Education Department / DPI Colleges / Higher Education Department etc.; whichever applicable). Further, any institution which has been granted affiliation by UOG for any discipline shall not seek affiliation for the same discipline from any other institute and vice versa i.e. dual affiliation for any discipline is not allowed.

To

**The Registrar,
University Of Gujrat,
Gujrat.**

SUBJECT: GRANT OF AFFILIATION WITH UNIVERSITY OF GUJRAT

The application along with proformas duly filled is submitted for grant of affiliation to teach

I, solemnly confirm that the facts declared in the application are correct to the best to my knowledge. It is requested that affiliation may kindly be granted. The undersigned undertakes to abiding all rules and conditions laid down by the University and to maintain the record/facilities properly.

Your' sincerely,

Principal Stamp

APPLICATION FORM FOR GRANT OF AFFILIATION

UNIVERSITY OF GUJRAT

| | | |
|-----|--|---|
| 1. | Name of institution | |
| 2. | Postal Address | |
| 3. | Phone/Fax | |
| 4. | E-Mail Address | |
| 5. | Program / subject applied for Affiliation | In case of degree classes attach list of elective and optional subject at Annex-A |
| 6. | Detail of Other Disciplines being run with BISE etc. | <u>Discipline Affiliation / Recognition Enrollment</u> |
| 7. | Management Body (for private institutions) | Attach copy of Memorandum and article of association at Annex-B Attach copy of Registration Certificate for current session from Registrar Joint Stock Company, Under the Societies Registration Act XXI of 1860 at Annex-C |
| 8. | Registration of the Institution / College for Private institutions Only | Attach Copy of registration Certificate under the Punjab Private Educational Institutions (Promotion & Regulation) Ordinance Rules 1984 from District Govt. Education Department at Annex-D |
| 9. | Efficiency & Discipline Rules / Code of Conduct for Private Institution only | Attach Copy of Rules for Employees at Annex-E Attach Copy of Rules for Students at Annex-F |
| 10. | Prospectus | Attach Annex-G |
| 11. | Building Owned/Rented Total Area Covered Area (For Private Institution) | Attach Copy of Rent Deed / Registry Annex-H Attach Detail on Form No 14-L Attach Copy of Map Annex-I Attach Building Fitness Certificate (Issued by Building Department) Attach Hygiene Certificate issued by District Health Office |
| 12. | Finances (For Private Institution) | Attach Detail Form No 17-P and 17-Q Attach Bank Guarantee/ Certificate, Annex-M |
| 13. | Sports Facilities | Attach Detail on Form No 18-T |
| 14. | Teaching Staff | Attach Detail on Form No 19-U |
| 15. | Non-Teaching Staff | Attach Detail on Form No 20-V |
| 16. | Library Facilities | Attach Detail on Form No 21-W |
| 17. | Laboratories | Attach Detail on Form No 22-X |

UNIVERSITY OF GUJRAT
STATEMENT DETAILS OF BUILDING

Name of College _____

| Sr. # | Detail of Rooms | Size | Number | Remarks |
|--------------|------------------------|-------------|---------------|----------------|
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Signature-----

Designation-----

UNIVERSITY OF GUJRAT

Statement of Non- Recurring (Development) Receipt & Expenditure for the Year_____

(FOR PRIVATE INSTITUTION)

Name of College_____

| RECEIPTS | AMOUNT | EXPENDITURE | AMOUNT |
|--------------------|---------------|---|---------------|
| Opening Balance | | Building (i) Construction (ii) Repair (iii) Others | |
| College Funds/ Fee | | Furniture (i) Purchase (ii) Repair (iii) Others | |
| Govt. Grant | | Equipment (i) Purchase (ii) Repair | |
| Other | | Library Others | |
| Total | | Total | |

Signature_____

Designation_____

UNIVERSITY OF GUJRAT

STATEMENT OF RECURRING RECEIPT & EXPENDITURE FOR THE YEAR _____

(FOR (PRIVATE INSTITUTION))

Name of College: _____

| RECEIPTS | AMOUNT | EXPENDITURE | AMOUNT |
|-------------------------|---------------|----------------------------|---------------|
| Opening Balance | | Salaries | |
| | | (i) Whole time faculty | |
| | | (ii) Visiting faculty | |
| Income From Fee* | | (iii) Admin / Office Staff | |
| Govt. Grant | | (iv) Others | |
| | | Building | |
| | | (i) Construction | |
| | | (ii) Repair | |
| Others | | (iii) Others | |
| | | Rent of Building | |
| | | Telephone | |
| | | Electricity | |
| | | Sui- Gas | |
| | | Furniture | |
| | | Lab Equipment | |
| | | Library | |
| | | Sports | |
| | | Medical Facility | |
| | | Miscellaneous | |
| | | Others | |
| Total | | Total | |

Give details of Fee i.e. admission Fee, Tuition Fee Funds other Charges per student per year for each program.

Signature / Stamp _____

UNIVERSITY OF GUJRAT

STATEMENT OF SPORTS FACILITIES / EQUIPMENT

Name of College: _____

| Sr. # | ITEMS | QUANTITY | REMARKS |
|-------|-------|----------|---------|
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Signature & Stamp: _____

Designation: _____

UNIVERSITY OF GUJRAT

STATEMENT OF LIBRARY BOOKS/ FACILITIES

Name of College: _____

| Sr.# | Subject | Text / Recommended Books | | No. of Relevant Books | No. of Reference Books | Others |
|------|---------|--------------------------|--------------|-----------------------|------------------------|--------|
| | | No. of Titles | No. of Books | | | |
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Others Facilities:

| Sr.# | Almirah | Racks | Chairs | Tables | Computers | Others |
|------|---------|-------|--------|--------|-----------|--------|
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Signature _____

Designation _____

UNIVERSITY OF GUJRAT

STATEMENT OF LABORATORY / EQUIPMENT

Name of College: _____

| Sr. # | Subject / Lab | Name of Items | Quantity | Remarks |
|-------|---------------|---------------|----------|---------|
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Signature: _____

Designation: _____

UNIVERSITY OF GUJRAT

STATEMENT OF TEACHING STAFF FOR THE YEAR _____

Name of College: _____

| Sr. # | Name | Qualification | | | | Designation | Nature of Appointment | Salary | Date of Appointment |
|-------|------|---------------|---------|--------------|--------------------------|-------------|-----------------------|--------|---------------------|
| | | Degree | Subject | Passing Year | Institution / University | | | | |
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Signature: _____

Designation: _____

UNIVERSITY OF GUJRAT

STATEMENT OF NON TEACHING STAFF FOR THE YEAR _____

Name of College: _____

| Sr. # | Name | Qualification | | | | Designation | Nature of Appointment | Salary | Date of Appointment |
|-------|------|---------------|---------|--------------|--------------------------|-------------|-----------------------|--------|---------------------|
| | | Degree | Subject | Passing Year | Institution / University | | | | |
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Signature: _____

Designation: _____